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~~PERSONNEL POLICY~~

~~Fauquier County, Virginia~~

~~Effective Date:~~

~~9/15/86~~

~~Policy Title:~~

~~Section No.:~~

~~Supersedes:~~

~~Personnel Policy Committee~~

~~5~~

~~NEW~~

~~I. COMMITTEE ESTABLISHMENT~~

- ~~A. The County Administrator will establish and direct the functions of the Personnel Policy Committee as part of a clearly defined review and evaluation of all personnel policy issues affecting the County workforce.~~
- ~~B. The Personnel Policy Committee will be composed of County employees appointed by the County administrator to serve at his pleasure. The composition of the committee may change periodically as new members are appointed, but should represent a cross section of the County workforce at all times.~~
- ~~C. The Personnel Policy Committee will normally meet as frequently as considered necessary by the County Administrator.~~

~~II. ROLE OF THE PERSONNEL POLICY COMMITTEE~~

~~— The Personnel Policy Committee will review and act upon all requests by County employees for the establishment, abolishment or amendment of personnel policy issues including rules, regulations, and procedures which affect the County workforce.~~

~~III. POLICY REVIEW PROCEDURE~~

- ~~A. Supervisory and managerial authorities may submit for consideration by the Personnel Policy Committee any issue of personnel policy concern within their departments, or throughout the County workforce, that they and/or their employees feel appropriate for review by the committee.~~
- ~~B. Each item for consideration will be sent to the Personnel Policy Committee through the Personnel Specialist. The Personnel Specialist will conduct a review and evaluation of each issue submitted to assure its appropriateness under these procedures.~~
- ~~C. Meetings of the Personnel Policy Committee will be scheduled by the Personnel Specialist to consider all issues of personnel policy felt to warrant their review. During the committee meetings the Personnel Specialist, supervisory and managerial authorities and any other concerned employee may address the committee on issues being considered.~~

~~D. The Personnel Policy Committee will made its decisions on each issue presented and the Personnel Specialist will submit its findings and recommendations to the County Administrator. Management officials and other employees who submitted issues for committee review will be advised of the committee's action following the conclusion of the committee meeting.~~

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~~E. Management officials and other employees may submit separate comments and recommendations for the County Administrator's review and decision if in disagreement with the recommendations of the Personnel Policy Committee.~~

~~F. The County Administrator will review the findings and recommendations of the Personnel Policy Committee and any comments made by management officials and other concerned employees. Within the delegated authority parameters granted him by the Board of Supervisors, he will furnish his decision through the Personnel Policy Committee and the Personnel Specialist to the concerned employee, Department or all Departments, if County wide policy is involved. On matters requiring their approval, he will submit his recommendation to the Board of Supervisors who will furnish their decision for dissemination to appropriate County elements and/or employees.~~

~~IV. EFFECTING NEW POLICY~~

~~— The Personnel Specialist will effect new and amended personnel policy directives upon approval and assure their appropriate inclusion in the Personnel Policies Manual and their dissemination throughout the County workforce.~~